

HASP Template

UNITED STATES DEPARTMENT OF AGRICULTURAL
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

HASP Section 10 Emergency Response/Contingency Plan

10.1 General Principles

Even with the precautions taken to assure the safety of APHIS workers during a deployment situation, issues can arise which call for quick and decisive action. These emergencies are better handled, however, if planning is performed beforehand. This section will outline emergency situation considerations and procedures, which can be adapted by the Safety Officer for specific situations.

As in all aspects of a deployment, the Incident Commander is the lead in any emergency situation involving APHIS personnel. The Safety Officer and Security Officer will serve in an advisory capacity and will assume the duties delegated by the Incident Commander. If APHIS is the lead agency in a deployment, the APHIS Safety Officer (or designee) will arrange the contacts and call information for this section of the HASP. If APHIS is deployed under the Operations Section, The APHIS Safety Officer will provide input as called upon by the Incident Safety Officer.

10.2 Emergency Response Preparations

The following procedures will be implemented to facilitate calm and reasonable responses to emergency situations:

1. Before operations begin, an emergency medical assistance network will be established and the Safety Officer will notify the local fire, police, and

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rescue authorities to alert them of potential emergency situations that may arise due to activity.

2. A vehicle will be available during all activities to transport injured personnel to the identified emergency medical facilities. If the injury is severe, medical transport will be summoned.
3. Each field team will be equipped with a cell phone or radio for communication. Satellite phones may be necessary as communication system could be disabled. In extreme situations, the Incident Safety Officer may have to confer with APHIS subject matter experts on methods to assure communication.
4. Field personnel will work in pairs whenever possible. A call-in schedule (a schedule of when the employee is to call a supervisor or designee) will be established for personnel working alone.
5. Upon arriving on location, emergency facilities locations must be determined and mapped. Emergency telephone numbers and maps (see on previous page) with written directions to the nearest emergency facility will be placed in an easily accessible location in each vehicle used and in the support zone. A copy of this HASP and a work plan (detailing the daily activity) will also be maintained in each vehicle.
6. A first-aid kit, an adequate supply of fresh water, and a portable emergency eyewash will be maintained in each vehicle used.
7. Personnel will be trained in emergency procedures during the personnel training session.

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8. The work areas will be evaluated before work each day by the Incident Commander, Safety Officer, Security Officer and Operations Chief. The evaluation will be to assure evacuation routes are adequate, procedures are in place for recognized hazards, and communication systems are adequate. Any change to emergency procedures from this evaluation will be communicated to personnel before they leave for the day.
9. The APHIS employee's supervisor will be responsible for ensuring that all personnel understand the facility-specific emergency signals and procedures, if any. The Safety Officer will assure all Supervisors are trained and familiar with the facility-specific emergency signals and procedures.
10. The Incident Commander will be responsible for assuring the evacuation, emergency treatment, and emergency transport of personnel, if necessary, and notification of emergency response units and appropriate management staff.
11. At the beginning of the deployment, the Safety Officer will determine the potential for a chemical release of material being used for the deployment. The Safety Officer shall assure that spill response material appropriate for the materials are on-site and available in case of a hazardous materials leak. This list will be up-dated as needed (see appendix 10-A for a primer on spill response materials).

10.3 Evacuation Procedures

In the event of an emergency, such as fire, explosion, significant release of hazardous vapors, etc., the Safety Officer, Operations Section Chief or Incident

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Commander will sound a predetermined signal (an example would be an air horn for three 5-second intervals) indicating the initiation of evacuation procedures. All personnel will evacuate and assemble near the support zone or other safe area as identified each day. Supervisors and/or members of the Command and General Staff will assure that all APHIS personnel and contractors are accounted for at the assemble areas. The Incident Safety Officer, or designee, will communicate to field teams the status of the current situation. The Field Teams will be cautioned to stay out of the area until termination of this situation. The Incident Commander, or designee, will have the authority to initiate proper action if outside services are required. Under no conditions will incoming personnel or visitors be allowed to proceed into the area once the emergency signal has been given. The Incident Commander and/or Operations Section Chief will ensure access for emergency equipment is provided and that all sources that could feed or increase combustion has been shut down once the alarm has been sounded. The Fire Department and other emergency response groups will be notified by telephone of the emergency as soon as possible.

10.4 Shelter in Place Procedures

In certain types of emergencies (chemical spills, severe weather) the safer option is to shelter personnel at their current location. This is referred to as shelter in place. The decision to shelter in place may be instituted by local emergency personnel or by the on-site Incident Commander. The Site Safety Officer will determine the most sheltering areas of any buildings used by APHIS personnel. This is a location that is towards the center of the building, with minimum windows and limited exposure to outer perimeter walls. When a Shelter in Place is called, the Command Staff will begin to notify personnel to shelter. This notification will consist of verbally informing the personnel to meet at the shelter

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area and/or signaling on the radio or cell phone for the field teams to shelter. A head count

will then be taken by Supervisors, Command and/or General Staff members. The shelter in place will continue until the condition clears or an “all’s clear” is given by the Command Staff. Field Personnel will either be called back to the facility, directed towards community shelter sites or given alternative reporting sites until the APHIS facility is cleared.

Appendix 10-B gives further guidance on Sheltering in Place.

10.5 Response to Specific Emergencies

Fire or Explosion.

In the event of a fire, attempts will be made to extinguish it with a Class A/B/C multipurpose fire extinguisher, if safe to do so. A fire extinguisher will be maintained in each vehicle used. If the fire appears to be growing out of control, the following steps will be taken.

1. Signal the warning alarm.
2. Personnel shall be immediately evacuated to a safe distance away from the fire.
3. Verify all team members are present.
4. Notify the fire department and APHIS personnel.
5. Remove vehicles if necessary and if safely possible.
6. Remove flammable field equipment if safely possible.
7. Await fire-fighting forces.

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Dust explosions

In the case of APHIS personnel being present at the occurrence of a dust explosion, it is of paramount importance that they vacate the area. Dust explosions are prone to secondary and tertiary explosions. The initial explosion causes additional dust to be in the air, which is then ignited. APHIS personnel will evacuate, notify their Supervisors and await further guidance from their Supervisor, The Operations Section chief or the Command Staff.

Hazardous Materials Release.

If a Hazardous Material incident occurs from a source not related to APHIS activity, APHIS personnel will follow the guidance of the outside Emergency Response organization.

In the event a hazardous materials release occurs during field activities, attempts will be made to control, divert, absorb, neutralize, or secure the source if direct contact or inhalation hazards are not present. If direct contact or inhalation hazards are present, control measures will not be attempted unless PPE is available that will prevent personnel exposure. All hazardous material releases will be immediately reported to the Operations Section Chief and the Incident Commander.

If a hazardous or potentially dangerous situation is suspected at the affected area based on background information or previous visits, the Incident Commander will notify local authorities. The following information will be helpful during a notification:

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1. Chemical/oil name or U.S. Department of Transportation (DOT) identification (ID) number.
2. Chemical/oil hazard class.
3. Cause of release.
4. Quantity/concentration of the release.
5. Potential for fire.
6. Potential for release evaluation (an estimate of the effect of a chemical release to the surrounding area).
7. Injuries caused by release.
8. Actions taken.

The Incident Safety Officer will be notified in conjunction with local authorities if they were not previously notified. The Incident Commander or designee will dictate the response.

Injuries.

In the event of an injury, the victim will be stabilized and provided first aid in a safe area, free of contaminants, if it is safe for the rescuer to do so. If an injury involves a potential trauma to the spinal cord, the victim will remain where injured, if safely possible, and be moved by trained emergency medical technicians only. Minor injuries, such as small lacerations, cuts, and strains, will be initially treated by the first-aid qualified member of the field team. Ambulance and hospital support will be provided for all major injuries, such as head wounds, broken bones, and deep lacerations.

All injuries, no matter how minor, are to be reported to the employee's Supervisor. In the instance that APHIS personnel are transported for medical

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care, the Supervisor is to notify their Section Chief and the Safety Officer (who will in turn notify the Incident Commander).

If decontamination is required and it will not interfere with essential treatment, the following will be performed:

1. Escort victim to the decontamination equipment.
2. If the victim is wearing protective clothing and equipment, wash, rinse, and remove or cut the material(s) off.
3. Wash exposed body areas with potable water flush for 10 minutes or disinfectant solution (suitable for use with human skin).
4. Cover victim with a blanket or, if the injury is not serious, dress victim in clean clothing.
5. Transport victim to hospital if necessary or request ambulance support, if needed.

If decontamination cannot be performed, the following will be completed:

1. Wrap the victim in blankets, plastic, or rubber to reduce contamination of other personnel.
2. Alert emergency and medical personnel to potential contamination; instruct them in specific decontamination procedures, if necessary.
3. Send along personnel familiar with the incident.

Heat and Cold Stress Illnesses.

All workers are to be alert to the possibility and symptoms of heat stress. Should the worker experience extreme fatigue, cramps, dizziness, headache, nausea,

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profuse sweating, or pale, clammy skin, the worker will be instructed by the Field Team Leader to take a break and rest in a shaded area. Drinking water and ice will be available for cooling-off in the designated break area. If the symptoms do not subside after a reasonable rest period, seek medical assistance.

Likewise, all workers should be alert for signs of cold stress, which can lead to hypothermia and/or frostbite. Signs of hypothermia include numbness in the extremities, slurred speech, lethargy, coma, and ultimately death. In cases of mild hypothermia, the victim will be brought indoors, covered with blankets, and given warm drinks (no coffee, tea, or alcohol) to increase body temperature and warm the extremities. In cases of severe hypothermia, the victim will be transported to the nearest medical facility.

To administer first-aid for frostbite, these steps should be followed:

- (1) take the exposed worker indoors and warm the frostbitten areas quickly in warm water that is between 102 and 105°F for approximately 20 minutes or until the frozen part is red in color;
- (2) provide warm drinks, but no coffee, tea, or alcohol;
- (3) keep the affected parts in warm water or covered with warm clothing for 30 minutes (note that the tissue will be very painful as it thaws);
- (4) if present, do not allow blisters to be broken;
- (5) use sterile, soft, dry material to cover the injured area;
- (6) keep the patient warm and get medical attention.

The following should **NOT** be done:

1. Rubbing the frostbitten area (this may cause gangrene).
2. Using ice, snow, gasoline, or anything cold on the frostbitten area.

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3. Using heat lamps or hot water bottles to warm the frostbitten area.
4. Placing the exposed area near a hot stove.

See Section 3 (Job Hazard Analysis) of this HASP for further information on Heat/Cold Stress.

Severe Weather.

In the event of severe weather conditions, the Operations Section Chief, with assistance from the Safety Officer, will determine if work can continue without endangering the health and safety of field workers. Among the factors to be considered prior to determining if work should continue are:

- Heavy precipitation.
- Potential for heat stress.
- Potential for cold stress and cold related injuries.
- Treacherous weather-related working conditions.
- Limited visibility.
- Potential for electrical storms.
- Potential for tornados
- Potential for flashfloods
- Potential for mudslides

(For guidance on heat and cold related weather issues see Appendix 3-6-A Heat Stress and Appendix 3-6-B Cold Stress)

Appendix 10-C provides information and occurrence (depending on location) on various hazardous weather conditions. Appendix 10-D give guidance on Thunderstorms/Tornadoes/lighting and Appendix 10-E give guidance on winter hazards.

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10.6 Incident Reporting

An incident is defined as an accident, illness, or case of exposure (suspected or actual). Should an incident occur, the Field Team personnel will immediately notify their Supervisor, complete an incident report, and investigate the cause. Incidents will be reported by telephone to SHEWB personnel at APHIS as soon as possible, but not later than 2 hours after occurrence and reported in writing within 5 days of occurrence. Any recommended hazard control will be discussed with the Incident Commander, who must approve the control before it is implemented.

An incident report will include (forms found in Appendix 2):

- Date, time, and place of occurrence.
- Person(s) involved.
- Type of incident.
- Description of incident and action taken.
- Recommendations for prevention of a similar occurrence.

The report will be signed and dated by the person completing it. The Safety Officer will sign and date the report upon receipt. All incident reports and follow-up action on the incidents will be kept on file by the SHEWB department.

10.7 Contingency Plan and Other Procedures

If a life-threatening injury precludes decontamination of a contaminated individual, the fire department will be contacted immediately by telephone. First

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aid will be performed if it does not endanger the safety of the individual administering first aid.

The field team will have a list of emergency numbers (telephone numbers and radio call numbers, as appropriate). The numbers will be kept in an easily

accessible place in the Support Zone that is known to all team members (e.g., in the first-aid kit), and will be posted in each vehicle. All team members will be instructed on how to obtain assistance. A map showing the location of the closest medical facility will be available.

Based on the emergency and hazard potential, it is not necessary to require special medical personnel or facilities to be located at these areas as part of special medical procedures. **A Field Team Personal Emergency Contact Information list will be generated at the beginning of the deployment and will be updated by the Incident Safety Officer as needed.**

10.8 Termination.

The Incident Commander with assistance from the Operations Section Chief and / or Incident Safety Officer is responsible for determining the termination of an emergency.

10.9 Training.

See section 4 Training, of this HASP Template. All personnel are to be trained as to the emergency procedures and how to report injuries and incidents at a minimum.

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10.10 Critique and Update

Upon termination of the deployment, the Incident Safety Officer and the Incident Commander will review all incident reports. Recommendations for future deployments and/or for this HASP Template will be forwarded to SHEWB IH.